

## ITD 783 SIGNATURE SHEET INSTRUCTIONS

Project No.	Project Tracking, Project Data
Key No.	Project Tracking, Project Data.
Hwy. Route	Project Tracking, Project Data.
MP	Project Tracking, Project Data.
Fed. Aid Rte.	Milepost logs(Must have segment code) Project Tracking, Project Data.
Project Title	Project Tracking, Project Data.
WA No.	Project Tracking, Project Data

### PROJECT CATEGORY

It must be decided whether a project is categorized simple or complex. Read through the following lists to help make this decision. Also, refer to the [ITD 2708](#) was completed for this project to assist in this determination.

#### SIMPLE PROJECTS

Require only approval at the District.

- Traffic Signals
- Seal Coats
- Pavement Maintenance
- Bridge Deck Rehabilitation

These Projects meet all the following criteria.

1. No R/W involvement
2. No public controversy anticipated
3. Environmental clearance expected as Cat Ex
4. Little or no involvement from regulatory agencies
5. Exempt Status on Oversight Agreement
6. No Design Exception Required
7. Not an Enhancement Project

Note: Cost is not a deciding factor

#### COMPLEX PROJECTS

Require approval of Headquarters and FHWA if applicable.

- New Routes
- New Alignments
- Interchanges
- Reconstruction
- Intersection Improvements
- Bridge Replacements
- Turn Bays
- Enhancement Project
- Widening
- 1R – Pavement Rehabilitation
- Safety

These Projects meet one or more of the following criteria.

1. Environmental clearance expected as EA or EIS
2. Have or expect public involvement
3. Require Hearing
4. Require System Action
5. Major R/W involvement
6. Design Exception Required

THIS PROJECT IS:

SIMPLE

THIS PROJECT IS:

COMPLEX

## **SIGNATURES**

The following Matrix shows the signatures that are required and at what level (N/A, Recommended, Reviewed, Approved) for each category of project. Also, shown are the design exception check requirements.

	<b>SIMPLE</b>	<b>COMPLEX</b>
<b>Local Sponsor</b>	Recommended if Sponsored	Recommended if Sponsored
<b>District Engineer</b>	Approved	Recommended
<b>Roadway Design Engineer</b>	N/A	Reviewed
<b>Assistant Chief Engineer (Dev)</b>	N/A	Approved
<b>Design Exception Approved by Committee</b>	N/A (No Exception Allowed)	Mark if Exception Required
<b>No Design Exception Required</b>	Mark no Exception Box	Mark if no Exception Required